



**MEETING MINUTES
SPECIAL MEETING
DESIGN COMMISSION
Tuesday, September 13, 2022**

**SPECIAL PUBLIC MEETING AT 4:30 P.M.
Virtual Meeting**

FOR A COMPLETE AND DETAILED RECAP OF THE MEETING, PLEASE VISIT:
<https://www.cityofpasadena.net/commissions/audio-video-recordings/>

1. ROLL CALL- CHAIR SEPULVEDA CALLED THE MEETING TO ORDER AT 4:30PM

Present: Commissioners Litwin, Delgado, Chiao, Carpenter, Toro, and Sepulveda

Absent: Commissioners Hawthorne and Rao (Both Excused)

Staff: Kevin Johnson and Robert Keatinge

2. APPROVAL OF MINUTES

Motion to approve **July 12, 2022** was moved and second by Commissioners Delgado and Chiao; Commissioner Carpenter abstained; no opposition, the minutes were approved.

Motion to approve **July 26, 2022** was moved and second by Commissioners Carpenter and Chiao; Commissioners Toro and Litwin abstained; no opposition, the minutes were approved.

3. CONSOLIDATED DESIGN REVIEW

A. 299 N. EUCLID AVE (COUNCIL DISTRICT 3)

To allow two new illuminated building identification wall signs, each 163 sq. ft. in size, attached to the top of the east and west elevations of an existing 77-foot tall commercial building.

(Case Planner: Robert Keatinge)

Applicant: Gevorg Hambardzumyan

Owner: Jennifer Zadroga

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Public Comments: NONE

Commission Comments:

- Unless a Sign Exception is granted for the sizes proposed, the building identification signs shall be reduced in size to a maximum of 100 square feet per sign, pursuant to Zoning Code Section 17.48.090.C, Table 4-20.
- Plans submitted for a building permit shall demonstrate that the signs are proportional to the scoring pattern of both building facades.

Motion:

Moved and seconded by Commissioners Delgado and Toro to approve application for Consolidated Design Review subject to conditions of approval to be reviewed by staff prior to issuance of a building permit.

AYES: Commissioners Toro, Litwin, Delgado, Chiao, Carpenter, and Sepulveda
NOES: None
ABSENT: Commissioner Hawthorne and Rao (Both Excused)
ABSTAIN: None
APPROVED: 6-0-2

4. COMMENTS AND REPORTS FROM STAFF

A. PRELIMINARY CONSULTATION SUBMITTAL CHECKLIST UPDATE

Staff reported on updates to the Preliminary Consultation Submittal Checklist recommended by the Submittal Checklist Subcommittee and received comments from the Commission on additional recommended updates. Staff also indicated that the updated checklist including the full Commission's recommendations would be reviewed by the Subcommittee before being forwarded to the Director for consideration of the updates.

- Staff reported on upcoming agenda items.
- Staff gave an update on two projects, one at 635 E. Union St. and the other at 2488 Mohawk St. Both are near completion.

5. COMMENTS AND REPORTS FROM COMMISSION - NONE

6. COMMENTS AND REPORTS FROM COMMITTEES

A. SELECT VOLUNTEERS FOR SUBCOMMITTEES – CONTINUED TO NEXT MEETING

B. COMMITTEES

1. Urban Forestry Advisory Committee - (Carpenter)
2. Historic Preservation Commission - (VACANT)

3. **Planning Commission** - (Delgado)
 - Reported that the Commission unanimously approved with conditions the Planned Development 39 which is the Affinity Project.
4. Transportation Advisory Commission - (Litwin)
5. Arts & Culture Commission - (Sepulveda)
6. Concept Design Review Application Subcommittee - (Toro, Rao, Sepulveda)
7. Las Encinas Psychiatric Hospital & Barn Subcommittee - (Carpenter, TBD)
8. Olivewood (North and South) Subcommittee - (Chiao, Carpenter)
9. 1336 E. Colorado Blvd Subcommittee – (Chiao, Carpenter, TBD)
10. 139 & 150 S. Oak Knoll Ave Subcommittee (Sepulveda, Delgado)
11. 1200 E. California Blvd Subcommittee (Hawthorne, Delgado, Rao)
12. 280 Ramona St Subcommittee (Chiao, Delgado, Hawthorne)

Projects on Hold

13. 3200 East Foothill Boulevard (SpaceBank) - (Chiao, Carpenter)
14. 130-140 N. Fair Oaks Avenue Subcommittee - (TBD, TBD, TBD)
15. Design Awards Subcommittee – (TBD, TBD)

7. ADJOURNMENT – CHAIR SEPULVEDA ADJOURNED THE MEETING AT 5:40 P.M.



Kevin Johnson, Principal Planner



Michi Takeda, Recording Secretary